

Apply for Internal Job

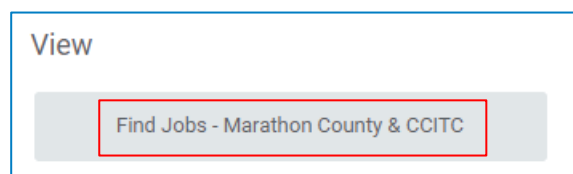
Use these instructions to apply for an internal job within Marathon County.

SEARCH FOR OPEN JOBS WITH MARATHON COUNTY

1. Click the **Menu** icon and find the **Career App**



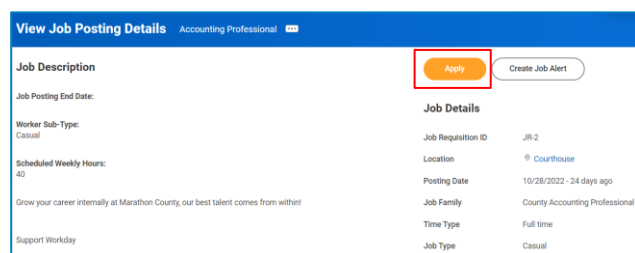
2. Under **View**, click **Find Jobs**.



3. You can view all open jobs, use the search bar filter on the left side of the screen to filter the open jobs.

APPLY FOR INTERNAL JOBS

1. Click on a job posting to view details.
2. Review the Job Description, then click **Apply** to begin the application.



3. If you have entered Job History, Education, Languages, or Skills, they will be displayed here. Click **Go to your profile** to make applicable changes to your talent profile. Once you have finished updating your Career profile, return to the Job Posting.
4. Upload a **Resume/Cover Letter** if applicable.
5. Click **Submit**.

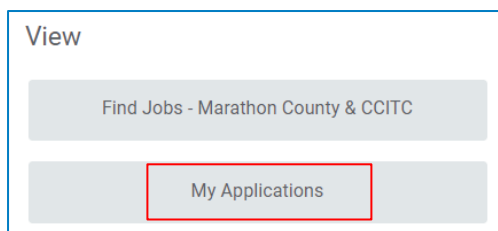
6. The job application will route to recruiting. You will receive a notification in Workday confirming that your application has been received.

VIEW YOUR APPLICATIONS

1. Click the **Menu** icon and find the **Career App**



2. Under **View**, click **My Applications**.



3. All jobs that you have applied for are displayed here.